



United States Department of the Interior

OFFICE OF THE SECRETARY
NATIONAL BUSINESS CENTER
Washington, DC 20240



To: All DOI Customers

From: Acquisition Services Directorate – Herndon, VA

Date: July 14, 2010

Subject: End of Fiscal Year 2010 Deadlines

The Department of Interior's National Business Center's Acquisition Services Directorate (AQD) would like to remind our customers that the end of Fiscal Year 2010 is fast approaching. The last date for making contract awards for fiscal year 10 is September 30, 2010. All contract awards and modifications must be complete by this date.

What does this mean to you as our valued customer?

1. Any new requirements with an anticipated value over \$100,000.00 for which the Negotiated Full and Open, Negotiated Sole Source or Commercial Item Acquisition process would be used, which takes approximately 4-6 months to award, can no longer be accepted for FY10.
2. Funding (from \$3,000.00 up to \$100,000.00) for any Open Market Simplified Acquisitions may be accepted, based on the timelines identified in Table 1.
3. Funding for new service or product requirements for award under Established Sources, such as GSA Federal Supply Schedules, STARS, etc., may be accepted, based on the timelines identified in Table 1.

Table 1

FY 10 YEAR END CLOSING DEADLINES		
U.S. Department of the Interior - National Business Center - Acquisition Services Directorate		
<u>Date</u>	<u>Event</u>	<u>Responsible Party</u>
Immediately	Deadline for all new FY10 Funding Documents for <i>Services</i> against <u>Established Sources</u> (GSA, FSS, GWACS, STARS, etc.)	Program Offices
8/9/2010	Deadline for all new FY10 Funding Documents for Open Market Simplified Acquisitions for Service and/or Product (up to \$100K)	Program Offices
8/27/2010	Deadline for FY10 Funding Documents for <i>Products</i> against <u>Established Sources</u> (GSA, FSS, GWACS, STARS, etc)	Program Offices
9/30/2010	Deadline for all FY10 Procurement Actions to be processed in PD/FFS.	AQD

If you have any questions or need further assistance, please contact your Contracting Officer, Contract Specialist or contact our AQD-Herndon office at (703) 964-8800.

Thank you for your continued support.

